

Department or Council District Office: _____

City of San Antonio

HUMAN DEVELOPMENT SERVICES FUND INTERNAL APPLICATION



I. Human Development Services Fund (HDSF) Overview

Through the Human Development Services Fund (HDSF), the City of San Antonio seeks to support the City Council priorities of Family Strengthening, Youth Development, Workforce Development, and Community Safety Net. The Mayor and City Council members are allocated General Fund dollars each year for their HDSF budget. The budgeted amount varies depending on the adopted budget.

II. Who is eligible to receive HDSF funding?

Generally, the applicant for HDSF funding must be a provider of services that principally address community needs of the people of the City of San Antonio. More specifically, the applicant must be one of the following in order to receive funding support from the HDSF:

1. A City of San Antonio department that wishes to engage in a project that serves a municipal public purpose.
2. A non-profit entity that: a) is able to show proof at the time of application for HDSF funding of having filed for tax exempt status as determined by the Internal Revenue Service under section 501(c)(3) of the United States Internal Revenue Code or be an affiliate of a corporation having a not-for-profit status in Texas or elsewhere in the United States that has achieved tax exempt status; b) is able to show proof of exemption from franchise taxes by the Texas State Comptroller at the time of application for HDSF; and c) demonstrates, in the case of services, programs or events, that the proposed services, programs and events funded by HDSF will be open to the public.
3. A neighborhood association or other legally formed entity whose purpose as stated in its organizational documents is defined as serving the community.
4. Another governmental entity, such as a municipality, county, school district, or other political subdivision of the State of Texas, who is requesting HDSF funding for a project for which it is not responsible to carry out under its own charter or mandates by state or federal law, unless it involves a joint project with the City. (Example: HDSF cannot be expended to purchase materials directly for a school district for student instruction during normal school hours.)

III. Who is ineligible to receive HDSF funding?

1. Individuals
2. Applicants that have been in operation and providing the services for which funding is requested for less than one year, if the request for HDSF funding exceeds \$5,000.00

IV. What type of project or expenditure is eligible for HDSF funding?

See the table that follows for the goals, eligible projects and expenditures for HDSF funding.

HDSF funding initiatives, projects, and expenditures are as follows:

Initiatives and Municipal Public Purpose Served	Eligible Projects	Eligible Expenditures
<p><u>Initiative: Family Strengthening</u> Families will achieve economic success through financial literacy, personal savings and debt reduction. By serving as their child's first and most important teacher, parents will ensure their children are fully prepared for school, schools are ready for children, and the community supports school readiness activities.</p> <p><u>Municipal Public Purposes Served:</u></p> <ul style="list-style-type: none"> - Promoting the health, safety and welfare of the community - Promoting family, social and economic stability - Supporting community education to youth, elderly, low income and disabled persons 	<p>Assistance to prevent child abuse and neglect; parent involvement education; family literacy; school readiness; direct child care assistance; financial literacy initiatives; financial security and public assistance benefit outreach.</p>	<ul style="list-style-type: none"> • Events • equipment • supplies • direct child care • Individual Development Account (IDA) local matching funds made in accordance with all federal law.
<p><u>Initiative: Youth Development</u> Provide recreational, learning opportunities and character traits training that builds resiliency and increases the overall developmental assets of youth. Encourage high school students to graduate on time.</p> <p><u>Municipal Public Purposes Served:</u></p> <ul style="list-style-type: none"> - Supporting community recreation to youth, elderly, low income and disabled persons - Providing education and training for the community - Advertising the advantages of the City - Promoting the professional needs of the City - Preparing the workforce for productive employment 	<p>Mentoring services, academic enrichment; life skills training, mentoring, and career exploration; delinquency prevention; character traits education; community service opportunities; and recreational and summer / after school programs.</p>	<ul style="list-style-type: none"> • Events • equipment • supplies
<p><u>Initiative: Workforce Development</u> Raise the education and skill level of San Antonio's workforce.</p> <p><u>Municipal Public Purposes Served:</u></p> <ul style="list-style-type: none"> - Providing education and training for the community - Advertising the advantages of the City - Promoting the professional needs of the City - Preparing the workforce for productive employment 	<p>Adult literacy; transitional job training; post secondary education; skilled job training; and enrichment services.</p>	<ul style="list-style-type: none"> • Events • equipment • supplies • scholarships for higher education that provide for tuition, fees and other costs associated with attending an institution of higher learning for the purpose of obtaining a degree or certificate • Individual Development Account (IDA)
<p><u>Initiative: Community Safety Net</u> Enhances and ensures continuation of the community safety net to promote the overall health and independence of residents in our community.</p> <p><u>Municipal Public Purposes Served:</u></p> <ul style="list-style-type: none"> - Supporting community recreation to youth, elderly, low income and disabled persons - Prevention of homelessness - Promoting the health, safety and welfare of the community - Providing neighborhood revitalization to the community 	<p>Services for emergency assistance, crisis intervention, to prevent or end hunger, homelessness, domestic violence; elderly and disabled services; substance abuse prevention; health related programs; neighborhood watch programs; efforts to promote neighborhood involvement; neighborhood clean-up on public property or as part of an official City program</p>	<ul style="list-style-type: none"> • Events • equipment • supplies

V. What is ineligible for HDSF funding?

HDSF funding may **not** be used for:

- a) Any sectarian or religious facility or activity;
- b) Projects funded by the City and therefore deemed duplicative in nature as determined by the Director of the Department of Community Initiatives;
- c) Arts projects not directly supporting an HDSF municipal public purpose as established by this Ordinance;
- d) Services which are primarily commercial in nature;
- e) Programs devoted primarily to political advocacy;
- f) Permanent improvements to any non-City owned structure or property so that it becomes an integral part of the real property and its removal would do harm to the building or land, including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor;
- g) Allocations made for the primary benefit of an individual;
- h) Services and/or product must not be subject to any proprietary interest;
- i) General operating expenses or expenses to support an on-going operation of the service provider including, but not limited to salaries, utilities, rent and regular administrative expenses;
- j) Funding to support other governmental entities in carrying out functions mandated by their charter or statute, except for joint projects where City programs are also involved;
- k) Funding for tuition at private primary or secondary schools;
- l) Funding to support events that have a sole or primary purpose of fundraising;
- m) Allocations for the purchase or lease of motor vehicles unless purchased by a City department for use by the City in a human development capacity;
- n) Allocations for the purchase of clothing or apparel that will be owned by an individual unless a part of a workforce program;
- o) Funding for out of town travel unless the traveler is representing the City of San Antonio in their travels;
- p) Funding to support the project of an organization deemed ineligible by the Department of Community Initiatives to receive HDSF due to a violation of the policies, rules or guidelines for HDSF.

VI. The HDSF Process

Step 1: Internal Applicant: Internal Applicants for HDSF Funding review HDSF Application thoroughly and submit the original completed HDSF Internal Application to the Department of Community Initiatives, Director's Office (DCI):

** Note:*

- *Completed application packets will be accepted by DCI at any time throughout the fiscal year.*
- *City wide projects may be supported by multiple council districts. In the event that funding from more than one council district is sought, the Internal Applicant should submit separate applications for each Council District Office to DCI*
- *The submission of an application does not commit DCI to issue a decision favoring an HDSF award, nor does it obligate the City to pay any costs incurred in preparation or submission of an application or in anticipation of an award.*
- *Internal Applicant must submit documentation supporting expenditures prior to August 31st in order to receive the funding awarded prior to close of the current fiscal year; otherwise, Internal Applicant may be reimbursed at the start of the next fiscal year if funds have been carried over and are available.*

Step 2: Department of Community Initiatives: Upon receipt of the completed HDSF Internal Application, DCI verifies whether the expenditure is allowable and the funds are available.

Step 3: Department of Community Initiatives / Internal Applicant: The Internal Applicant is notified of the HDSF funding request approval outlining eligible expenses by an HDSF Interdepartmental Memorandum.

Step 4: Internal Applicants-City Departments / Council Office:

DCI then coordinates and monitors funding to the approved HDSF Internal Applicant on a reimbursement basis.

- As applicable, the City Department or Council Office will be provided with an Interdepartmental Memorandum from DCI that will outline the account information needed to purchase approved eligible goods/services. *NOTE: Department or Council Office is responsible for ensuring that they are adhering to the City's Policies and Procedures regarding procurement.*

Step 5: Internal Applicant: The approved HDSF Internal Applicant submits all receipts / invoices, purchase order numbers, or journal entry documentation to DCI for those one-time events and purchases which were authorized by the HDSF Interdepartmental Memorandum. The deadline for submission of the supporting expenditure documentation is August 31st in order to receive the funding awarded prior to close of the current fiscal year; otherwise, Internal Applicant may be reimbursed at the start of the next fiscal year if funds have been carried over and are available.

Step 6: Department of Community Initiatives: If applicable, DCI sends Requests for Payment to the City's Finance Department once receipts / invoices are received from the approved HDSF Internal Applicant.

Step 7: Finance Department: If applicable, the Finance Department prepares a check and mails the check to the vendor(s) on behalf of the approved HDSF Applicant. The City reserves up to thirty (30) days to issue payment to the vendor(s) on behalf of the HDSF Applicant.

VII. Application Instructions and Checklist

NOTE: The Application must be fully completed in blue or black ink and must have original signatures in order to be eligible for approval and processed. **Failure to complete the Application in blue or black ink or failure to include original signatures will delay the processing of the application.**

	INSTRUCTION	DOCUMENT LABEL	Check (✓) if completed
1.	Complete one (1) Human Development Services Fund (HDSF) <u>Internal Application</u> (<i>original signature required</i>)	Application	_____
2.	Submit Internal Application and any applicable attachments to the Department of Community Initiatives (If funding is sought from multiple districts, Internal Applicant should submit separate internal applications for each Council District Office)	N/A	_____



CITY OF SAN ANTONIO
HUMAN DEVELOPMENT SERVICES FUND (HDSF)
INTERNAL APPLICATION

Council District: _____ *Total Amount Requested by Internal Applicant: \$ _____

**Internal Applicant understands and agrees that the actual amount awarded to Internal Applicant may be less than that which Internal Applicant requested and the final, actual award shall be set forth in the HDSF Interdepartmental Memorandum.*

This request meets the following HDSF Goal:

☐ Family Strengthening Initiatives

☐ Workforce Development Initiatives

☐ Youth Development Initiatives

☐ Community Safety Net Initiatives

Project Name: _____ hereinafter referred to as “the Project”

Name of City Department, Council Office or Site: _____

Name and title of authorized liaison for above: _____

Liaison’s e-mail address and phone number: _____

Please indicate below how these funds will be spent by eligible expenditure:

Dollar Amount Requested for **Community Event**: \$ _____

Name and description of the Event and purpose for requesting funds:

Date of the Event: _____

Is the event open to the public? _____ (If yes, please answer the questions below)

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Is there a participant fee? _____ If yes, can fee be waived? _____ Fee: _____

Dollar Amount Requested for **Supplies / Equipment**: \$ _____

If the Internal Applicant is purchasing equipment/supplies, are services provided to the public?

Please provide a detailed list below of the supplies and equipment to be purchased and the approximate cost of each item (*please do not use name brands in description*):

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Please attach a separate sheet of paper if you require additional space to list items.

Dollar Amount Requested for **Scholarships**: \$ _____

Name of Scholarship Fund: _____

Is this an annual Scholarship? _____

Number of scholarships to be awarded: _____ Dollar amount per award: \$ _____

Dollar Amount Requested for **Other**: \$ _____

Name of Program: _____

How many individuals will be served? _____ Cost per individual: \$ _____

Is there participant fee? _____ If yes, can fee be waived? _____ Fee: \$ _____

If Applicant is Council District Office:

If Applicant is City Department or Site:

Signature of Councilmember or Designee
Councilmember, District ____

City Department (or Site, if applicable)

Signature of Dept. Director or Designee
(or Signature of Site Liaison, if applicable)